

REPORT TO THE CITY COUNCIL  
EXECUTIVE SUMMARY SHEET

DATE REPORT ISSUED: June 11, 2009  
ATTENTION: Land Use and Housing Committee  
ORIGINATING DEPT.: Engineering and Capital Projects  
SUBJECT: As-Needed Architectural Services Agreement with Platt/Whitelaw Architects  
COUNCIL DISTRICT: Citywide  
STAFF CONTACT: Patti Boekamp 619-236-6274 or James Nagelvoort 619-533-3616

REQUESTED ACTION:

- Authorize the Mayor, or his designee, to execute an as-needed professional services agreement with Platt/Whitelaw Architects, Inc. to provide architectural design services for the Engineering and Capital Project Department in an amount not to exceed \$3,000,000;
- Authorize the expenditure of \$1,000 from CIP 37-068.0, Fire Station 17 – Roof Replacement, Fund 302453 Capital Outlay, for the purpose of funding the minimum contract amount.

STAFF RECOMMENDATION:

Forward to City Council for consideration and approval.

EXECUTIVE SUMMARY:

The City utilizes As-Needed Engineering and Architectural Consultant Services to perform various engineering support services for the timely execution of its CIP projects on an on-going basis. As-Needed consultants provide professional services within specific disciplines for various projects city-wide. In order to design a project, the City may exercise different options. One option is to utilize consultants (i.e. engineers and/or architects). Several factors such as workload, required expertise and schedule weigh into the decision to determine how to provide the project design. Because the amount of time required to develop a scope, advertise, schedule interviews, evaluate, and award a contract is somewhat constraining, use of an as-needed contract proves very beneficial in the timely procurement of the required services. Task orders are issued for projects on an as-needed basis based on work load and expertise required.

This agreement will retain the services of an architecture firm to provide professional architectural design services on an as-needed, hourly fee basis. The maximum contract cost shall not exceed \$3,000,000 and the contract has a maximum duration of 3 years. Currently the City has limited capacity and expertise to provide architectural design services. The City advertised the Request for Proposals for As-Needed Architectural Services in the San Diego Daily Transcript, The San Diego Voice and Viewpoint, La Prensa, Asian Journal and in the City's website for contract opportunities. Twenty four firms responded to the advertisement and nine firms were short listed by the Consultant Selection Committee based on their qualifications and evaluation criteria listed in the request for proposal. These firms were interviewed in conformance with Council Policy 300-7, Platt/Whitelaw Architects, Inc. was selected as highly qualified to provide the required services.

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This agreement provides architectural design services for the design of various Capital Improvements Projects. The services would include the preparation of construction documents for roof replacements, accessibility improvements, building remodels and other miscellaneous services. These services will be provided on an as-needed, hourly fee basis.

FISCAL CONSIDERATIONS:

This agreement stipulates the City will issue a task order(s) with a minimum aggregate value of \$1,000. Funds for the minimum contract amount are available from CIP 37-068.0, Fire Station 17 – Roof Replacement, Fund 302453 Capital Outlay. The maximum contract amount shall not exceed \$3,000,000. Funding for future tasks will be funded from the CIP projects requiring these services.

EQUAL OPPORTUNITY CONTRACTING INFORMATION:

Funding Agency: City of San Diego  
Goals: 15% voluntary (MBE/WBE/DBE/DVBE/OBE)  
Sub-consultant Participation: Due to the nature of this as-needed contract, the participation will be reviewed based upon issuance of individual tasks. Platt/Whitelaw Architects, Inc. has identified that the following firms are likely to be used on tasks: Flores Lund Consultants, Bender Dean Engineering, Turpin & Rattan Engineering, KTU&A and Ninyo & Moore.

PREVIOUS COUNCIL and/or COMMITTEE ACTION:

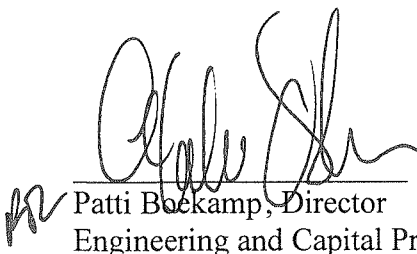
None

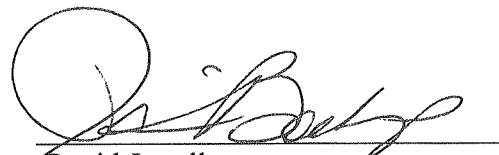
COMMUNITY PARTICIPATION AND PUBLIC OUTREACH EFFORTS:

N/A

KEY STAKEHOLDERS:

N/A

  
Patti Bockamp, Director  
Engineering and Capital Projects

  
David Jarrell  
Deputy Chief Public Works